

Bank Reconciliation Template

Bank Reconciliation for the Month Ended:	September, 2025
Date of Preperation	September 1, 2025
	Amount
Cash Balance Per Books	
Cash Balance per Books (as of June 30, 2025)	\$20,000.00
Additions to Cash Balance Per Books:	
Interest Earned	\$50.00
Notes Receivable Collected by Bank	\$800.00
Error Correction (e.g., Company understated cash)	\$45.00
Total Additions	\$895.00
Deductions from Cash Balance Per Books:	
Bank Service Charges	\$70.00
NSF (Non-Sufficient Funds) Checks	\$300.00
EFT Payments (e.g., automatic bill pay)	\$500.00
Error Correction (e.g., Company overstated cash)	\$70.00
Total Deductions	\$940.00
Adjusted Cash Balance Per Books	\$19,955.00
Cash Balance Per Bank Statement	
Cash Balance per Bank Statement (as of June 30, 2025)	\$10,000.00

Additions to Cash Balance Per Bank:	
Deposits in Transit	\$1,050.00
Error Correction (e.g., Bank understated cash)	\$120.00
Total Additions	\$1,170.00
Deductions from Cash Balance Per Bank:	
Outstanding Checks	\$400.00
Error Correction (e.g., Bank overstated cash)	\$20.00
Total Deductions	\$420.00
Adjusted Cash Balance Per Bank	\$10,750.00
Reconciliation Status	Not Reconciled